



**Homeland
Security**

**EQUAL EMPLOYMENT OPPORTUNITY AND
SEXUAL HARASSMENT POLICY STATEMENT**

October 9, 2003

As Secretary of the Department of Homeland Security, I am personally committed to making the Department a model employer with a diverse and effective workforce. To achieve this goal it is essential that managers and supervisors maintain an atmosphere where employees and applicants for employment are judged solely on the basis of merit and ability. We want to create an atmosphere where there is respect for the strength brought to our workforce when we have employees with a wide range of backgrounds and experiences. We must strive to ensure that all employees have an opportunity to reach their full potential and to contribute to the success of the Department.

To this end I ask all managers and supervisors to take two steps. First, please ensure that you advertise job openings as widely as possible. It is critical that we take advantage of the talents of the broadest possible range of Americans as we carry out our critical work. Second, please make special efforts to reasonably accommodate the needs of employees and applicants for employment who have physical or mental disabilities.

Let me be clear about a related point: discrimination against or harassment of any employee cannot be tolerated. Managers and supervisors must make special efforts to identify and eliminate any form of sexual harassment and to maintain an environment free of any conduct – physical or verbal – that could create a hostile or intimidating environment. I emphasize again that we will accomplish our critical mission only if we ensure that all employees are free to fully contribute their talents.

As in all phases of our mission, we must strive for excellence. I challenge supervisors, managers and employees to join me in making DHS a leader in equal employment opportunity.


Tom Ridge